

ALLEN GEOFFREY ANDREWS

Certified International Procurement Manager (CIPM) &
Certified International Procurement Professional (CIPP)

📍 Trivandrum, Kerala, India
☎ +919995091240
✉ allen.jeoffrey.a@gmail.com

Work Experience

KERALA INSTITUTE FOR ENTREPRENEURSHIP DEVELOPMENT (KIED)

DECEMBER 2022 - PRESENT

Deputy Manager (Practice)

Company Profile

Kerala Institute for Entrepreneurship Development (KIED) is a state-level institute that operates autonomously and is supported by the Department of Industries and Commerce, Government of Kerala. It has been recognized as a "Centre of Excellence (CoE)" in "Entrepreneurship Development" by the state government.

Organization Profile

Responsibilities :

- Manage vendor relationships and identify critical project requirements, including the Procurement of external goods and services and staffing needs.
- Create necessary documents such as bid and tender documents and agreements.
- Design evaluation protocols to measure program performance, gather feedback, analyze insights, and present findings to the executive team.
- Assess, review, and mitigate program risks, and prepare program reports and documentation for stakeholders and management.
- Evaluate program performance to optimize return on investment while meeting budget and timeline goals.
- Collaborate closely with the project sponsor and cross-functional teams to plan and establish the project's scope, deliverables, resource requirements, work plan, budget, and timeline.
- Ensure compliance with relevant governance functions and government guidelines, policies, and practices while managing the portfolio.

Additional Skill Acquisition Programme (ASAP)

MARCH 2018 - NOVEMBER 2022

Programme Manager (Procurement)

Company Profile

ASAP is a unique project aimed at providing state-of-the-art training to socially and economically disadvantaged students, with the goal of developing their core skills and soft skills to enhance their employability. The project is a collaboration between the General and Higher Education Departments of the Government of Kerala and is funded by the Asian Development Bank (ADB).

Programme Manager (Procurement Management)

Responsibilities

- Managed procurement requirements of the organization, including facilitating purchase orders and maintaining a database of profitable suppliers
- Drafted and executed contracts, including negotiating terms and conditions with external vendors within approved budgets
- Created and managed bidding processes, including floating RFPs, RFIs, EoIs, and bid evaluation
- Supported legal team in reviewing and executing contracts
- Forecasted price and market trends to identify changes in buyer-supplier power
- Developed strategies for cost savings and maintained a master stock book of purchases
- Facilitated the selection of firms for infrastructural developments and investments
- Audited procurement contracts and agreements
- Delivered goods and services to indent departments on time and provided clarification to stakeholders on the procurement process
- Executed stakeholder education programs, including creating educational nuggets and communication mechanisms
- Advised and implemented best practices for procurement processes
- Drafted new procurement policy for the organization
- Coordinated and collaborated with divisions and departments to ensure clarity of technical and commercial specifications and expectations of the company.

Green Valley Hospitality Services (GVHS)

APRIL 2016 - JANUARY 2018

Operations and Procurement Manager

Company Profile

Green Valley Hospitality Services (GVHS) is committed to providing perfectly coordinated hospitality services that exceed clients' expectations. Its goal is to provide genuine hospitality and management to reputed establishments in Kerala. GVHS is skilled and has been delivering its best to many clients.

- Spearheaded successful initiatives within the group that led to breakthrough strategies in the company.
- Provided expertise and support to the group in procurement and operations, utilizing organizational capabilities to achieve objectives.
- Managed contracts and ensured compliance with terms and conditions.
- Developed standard operating procedures (SOPs) for bid processing, including bid document preparation, participation in tenders, and contract execution.

360 Wellness Trading LLC, Dubai

JUNE 2014 - FEBRUARY 2016

Project Engineer

Company Profile

360Wellness is a top-tier company that specializes in providing innovative and high-quality products related to wellness, spa, bath, hydrotherapy, leisure, and health club solutions to the GCC states and UAE, with an exceptional focus on maintaining the highest standards of dedication and quality. 360Wellness has an impressive portfolio of international brands, such as Tylo, Action, Aquavia Jacuzzi, Anpa, Earthlite, Formtech, GES, Kerion, Lemi, Vectra, and Wedi.

Projects Handled as Project Engineer:

Burj Al Arab – Dubai, Al Forsan Hotels – Abu Dhabi, Khalidiya Palace Rotana – Abu Dhabi, Cove Rotana – Ras Al Khaima, Marriot Bloom Central – Abu Dhabi, Ayla Hotels – Alain, Villa Projects and many more.

Responsibilities

- Prepare and submit material submittals and method statements.
- Conduct site surveys and feasibility checks to determine proper space allocation for mechanical area/plant room construction.
- Evaluate possible options and determine accurate specifications of equipment for installation.
- Estimate loads and procure necessary materials.
- Execute contracts with builders.
- Conduct risk assessments for each site.
- Design and draft mechanical plans and scrutinize shop drawings prepared by draftsmen.
- Ensure safety and minimum environmental pollution during installation.
- Attend progressive meetings with clients and consultants and provide progress updates.
- Supervise the site and ensure time-bound installation in compliance with government regulations.
- Test and commission mechanical equipment.
- Perform preventive and predictive maintenance and troubleshoot issues.
- Prepare time sheets and weekly/monthly reports on work completion status.
- Ensure all maintenance activities are conducted as per the Annual Maintenance Plan.

Omega Elevators , Thiruvananthapuram

JUNE 2010 - MAY 2011

Electrical Engineer and Regional Office In charge

Company Profile

The team at Omega contributes towards making vertical travel & life much more convenient & easy by manufacturing elevators with complete integration & adherence to all the Quality & safety norms. Omega has made a substantial investment in the background integration, the unit contains equipment right from the foundry stage to the finishing line

Responsibilities

- As the head of the Regional Office, responsible for overseeing all operations and activities.
- Collaborating closely with project engineers to ensure timely delivery of client requirements.
- Reviewing and verifying electrical drawings to ensure compliance with client specifications and electrical standards.
- Preparing project quotes and estimates for required materials across all project phases.
- Leading a team of 5 members to ensure timely execution of work with high standards of quality.
- Commissioning and inspecting project sites after installation.
- Preparing bills based on project milestones.
- Providing support to the maintenance team as needed.

Work Involvement

- Supervision for installing and commissioning of work sites..

- Programming Variable Frequency and Variable Voltage Drives for the speed control of Elevators.
- Installation of the control panel as per drawing.
- Glanding and Earthing the Cables for Protection.
- Monthly servicing of all Elevators In the Region.
- Breakdown Attending and Repairing.

Education

M.Tech

2011 - 2013

The National Institute of Engineering, Mysore

Electrical Power System Engineering, Visvesvaraya Technological University (VTU) - Secured 8.85 CGPA

Project Topic : Stability Enhancement Of Power System Through Simultaneous AC - DC Transmission

A feasibility study was conducted to investigate the conversion of a double circuit AC line into a composite AC-DC power transmission line without modifying the original line conductors, insulator strings, and tower structures. To achieve this, a simultaneous AC-DC system was modeled. The results of the simulation of a single circuit AC line under fault conditions revealed that the system became unstable for high fault clearing times. However, in the case of the double circuit AC line, the power transfer through one circuit only had a transient stability limit of 1.17 pu. It was observed that DC power transfer increased proportionally with fault clearing time. This indicates that power transfer is enhanced in the AC-DC system compared to the normal AC system under faulted conditions. The overloading capability of the DC links for short durations was utilized such that, during a fault, most of the power flowing in the line was DC power.

B.Tech

2006 - 2010

University College of Engineering, Thodupuzha

Electrical and Electronics Engineering, MG University - Secured 62.9%

Higher Secondary

2004 - 2006

Loyola School, Trivandrum

HSE, Kerala - Secured 80.5%

Competency Forte/Key Skills

- Demonstrates excellent communication skills.
- Possesses strong interpersonal coordination ability.
- Exhibits critical thinking and ability to endure stress.
- Takes an organised approach to problem-solving with good decision-making skills.
- Skilled in organising, documenting, and analysing information for desired outcomes.
- Proficient in working independently, as a team member, and leading a team.
- Displays strong time management and multitasking abilities.

Technical skills

- Certified International Procurement Manager (issued by IPSCMI)
- Certified International Procurement Professional (issued by IPSCMI)
- Proficient in Microsoft Word, Excel, and PowerPoint
- Completed an online course in Procurement Management
- Completed the 'BSS and Radio Networks' Training Program from Cognitel Services Pvt. Ltd.
- Skilled in the installation and commissioning of Nokia Ultra and Flexi BTS
- Knowledgeable in the installation and commissioning of Nokia Flexi hopper FIU system
- Experienced with Nokia Software, Nokia BTS Manager, and Hopper Manager
- Advanced level drafting skills in AutoCAD
- Familiarity with PSCAD.
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Training and Internship

Kozhikode Diesel Power Plant (KDPP)

- Location : Calicut, Kerala, India
- Designation : Graduate Engineering trainee

Company Profile:

KDPP is of TYPE Diesel Power Plant with a design capacity of 128 MW. It has 8 unit(s). Each of the eight generators with output capacity of 16 MW are run by Wartsila Diesel Engines, which on starting uses Diesel and later is supplied with LSHS (Low Sulphur Heavy Stock) as fuel for its low cost running. The 7 generators are designed and made by Siemens and the rest one by BHEL. The generated Power is supplied to the Power Grid Of India.

Responsibilities:

Working closely with the Engineering team for plant functioning.

- To monitor the Load curve and report the values for the Dispatch centre to forecast the future load demands.
- Generation of documents like procedures, checklists, work instructions for Maintenance dept.
- Maintaining daily records.
- Ensuring all the maintenance activities are carried out as per the Annual Maintenance Plan.
- Attending breakdowns, analysing breakdown reports for ensuring to prevent the repetition of issue by identifying and rectifying the root cause.
- Giving information to the mechanical department during the period of frequency drop that the input is increased to meet the load demand and thus frequency is stabilised.
- Generation of Critical Spares List with inputs from Machine manufacturer and analysis of breakdown records.
- Monitoring and analysing power consumption of the plant on daily basis, so as to take effective actions with support from production team for minimising the power consumption of the facility.

Personal Details

Date of Birth	:	18th January 1989
Sex	:	Male
Nationality	:	Indian
Linguistic Abilities	:	English, Malayalam, Hindi, Tamil
Personal Interests	:	Photography, Travel, Music
Address for Communication	:	Bou-Gain Villea, Karichal, Kazhuvor PO, Trivandrum

References

1. R Chidanandappa
Associate Professor
Department of Electrical and Electronics Engineering
The National institute of Engineering, Mysore
chidananda@nie.ac.in, 9449284946
2. Anwar Hussain L
Head Finance & Procurement , Additional Skill Acquisition Programme Kerala
Government of Kerala
anwarhussain@asapkerala.gov.in, 9605492068

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Ernakulam
27.03.2023

Allen Jeoffrey Andrews